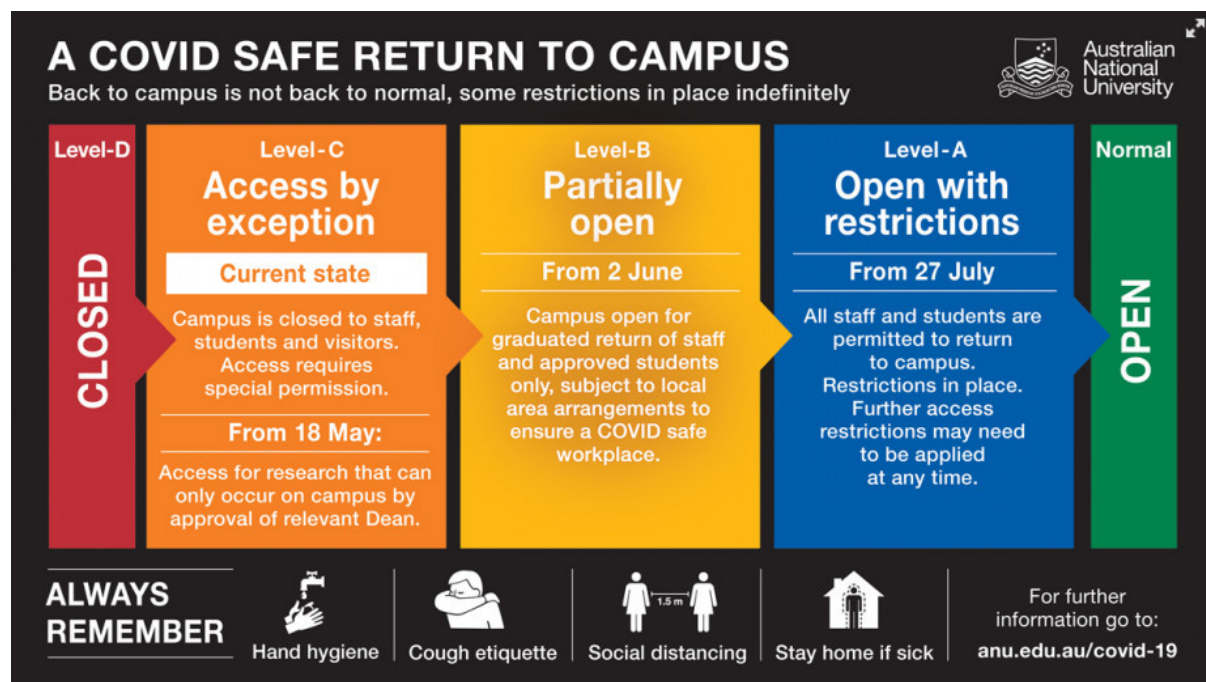


## Guidelines for Shared Facility Hanna Neumann Building 145 Open with Restrictions

The ANU is seeking to further open the campus from Monday, 27 July 2020. This will mean buildings will have the out of hours access restrictions lifted. However, COVID-19 Action plans for each facility will apply.

### ANU-implemented stage return



Those of you who can continue to work from home for the second semester are encouraged and supported to do so. Importantly, if you are sick, stay home. If you are displaying symptoms of COVID-19 call the National Coronavirus hotline (1800 020 080).

Whilst voluntary, personnel are strongly encouraged to download the “COVIDSafe” app to assist with contact tracing. If you don’t wish to download the app, staff and students must keep a diary of appointments, including locations on campus and who they interacted with.

Staff at high risk for COVID-19 complications are required to discuss flexible work arrangement with their supervisor, during the level A phase, and are encouraged to remain working from home, including:

- Immunocompromised people
- people with diagnosed chronic medical conditions
- People over the age of 70 (over 65 for people who have pre-existing medical conditions, or over 50 for Aboriginal and Torres Strait Islander people)

<https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert/advice-for-people-at-risk-of-coronavirus-covid-19>

The Hanna Neumann Building is a shared facility with the Mathematical Sciences Institute (MSI), Research School of Computer Science (RSCS), Australian Signals Directorate (ASD) and Statistical Consulting Unit (SCU).

The following protocols have been agreed and put in place for the building occupant's safety:

### Campus and Building Access:

26 March 2020	The Campus is closed to all staff, students and visitors. Access requires special permission.
18 May 2020	Access for research that can only occur on campus by approval of relevant Dean
2 June 2020	The Campus will open with a graduated return of staff and approved students only, subject to local area approval.
27 July 2020	All staff and students are permitted to return to campus, with restrictions in place.

The building will be open and accessible from Monday, 27 July 2020. This will mean the building is open to the public from 8:00 am to 6:00 pm, Monday to Friday. The building corridor doors, seminar/conference rooms, collaborative spaces, meeting and tutorial rooms will remain in lock down and only accessible to the building occupants. 'Out of hours access' will be available only to staff, research students and honorary staff with a desk within the Hanna Neumann building 145.

To ensure your safety, each Business Unit's Executive and the Building Custodian/Chief Warden will need to know and approve all on campus working arrangements. This is for WHS reasons as well as potential transmission/tracking purposes.

Those who would like to access the building from 27 July 2020 are still required to email their request to your local area/business unit delegate:

MSI – [mandy.gordon@anu.edu.au](mailto:mandy.gordon@anu.edu.au) or [Andrew.chew@anu.edu.au](mailto:Andrew.chew@anu.edu.au)

RSCS - [admins.cs.cecs@anu.edu.au](mailto:admins.cs.cecs@anu.edu.au) (Christie Liu)

SCU - [hannah.minns@anu.edu.au](mailto:hannah.minns@anu.edu.au) or [scu@anu.edu.au](mailto:scu@anu.edu.au)

ASD – [nicole.stephens2@defence.gov.au](mailto:nicole.stephens2@defence.gov.au) or [vi.le@defence.gov.au](mailto:vi.le@defence.gov.au)

Your request should include your desk location. This way we can ensure your access card is activated, social distancing and WHS requirements can be adhered to. Please work only from the office/desk that is recorded as your primary location to minimise movement between offices. If your plans change and you revert to full time remote working, please notify your local area/business unit delegate to note the register.

If you are entering the building for the first time since the closure, you'll need to tap your access card outside the seminar room, 1.33. Problems with entering the building or opening your office can be supported by one of the professional staff within your business unit as below:

MSI – [admin.teaching.msi@anu.edu.au](mailto:admin.teaching.msi@anu.edu.au), or [Andrew.chew@anu.edu.au](mailto:Andrew.chew@anu.edu.au) (0402 970 546)

RSCS - [admins.cs.cecs@anu.edu.au](mailto:admins.cs.cecs@anu.edu.au)

SCU - [hannah.minns@anu.edu.au](mailto:hannah.minns@anu.edu.au) or [scu@anu.edu.au](mailto:scu@anu.edu.au) or 6125 8349

ASD – [nicole.stephens2@defence.gov.au](mailto:nicole.stephens2@defence.gov.au), 0413 497 728 or [vi.le@defence.gov.au](mailto:vi.le@defence.gov.au), 0411 231 730.

### Lifts Use:

Due to social distancing requirements, no more than one person is allowed to use a lift at one time. If you are able to use the stairs safely, please do so. Hands should be sanitised immediately before and after entering and exiting the lifts, or using the handrails on the stairs.

### Visitors:

Campus visitors, VAHA and non-ANU personnel will not be permitted entry to the School unless approved by the Delegate for each business Unit in advance. ANU employees visiting the Building are to be met at one of the agreed entry points. All visitors will be registered via your business unit contacts above for WHS and transmission/tracking purposes. Visitors will be required to use the hand sanitisers provided on arrival and departure.

### Shared Spaces:

Staff and students who share an office, or an open planned space may be required to work via a roster system to ensure adequate social distancing. This will also apply to those using any of the shared spaces, like the kitchens, bathrooms and the collaborative meeting spaces.

### Hygiene / Cleaning:

Standard cleaning operations will recommence from Tuesday, 2 June 2020. In addition, extra cleaners undertake preventative sanitisation services to disinfect high touch points in high density areas a minimum of twice a day across the university. They will ensure floors, toilets, showers and tiled surfaces are cleaned with a diluted bleach solution until such time as the University determines that the risk of infection returns to normal conditions. A focus will also be on a wipe down of high touch points as part of the general cleaning required daily. Hand sanitisers will be provided on entry to the building and the lifts. Washing your hands regularly for 20 to 30 seconds after touching communal surfaces is essential. Additionally, regularly cleaning of all frequently touched surfaces including your desk, keyboard, mouse, phone, tablets and office doors with disinfectant is strongly encouraged on arrival and departure of the Building. Refrain from touching your face, especially the eyes and nose and practise sneezing or coughing into the elbow. Refrain from shaking hands. Signage relating to social distancing measures – keep at least 1.5m apart - is displayed throughout the Facility.

### Tea Points / Kitchen / dining areas:

Physical social distancing – keep at least 1.5m apart - applies within these spaces. Additional disinfectant spray bottles and paper towels are provided on each bench. Occupants using these spaces are expected to wipe all hard surfaces after use. This includes the bench, sink, fridge door/handles, microwaves and dining tables and chairs.

### Emergency Procedures:

In the event of an emergency call 000 followed by ANU Security extension 52249 or 02 6125 2249. If there is a fire alarm, the standard emergency protocols must be followed. Ensure physical distancing - keep at least 1.5m apart - is adhered to at the evacuation points. Two fire wardens and a first aid officer will be located within the Facility during business hours. ANU Security Officers are all first aid qualified and can be contacted on 6125 2249.

### Workplace Incidents:

Standard operating and reporting protocols will remain in place. However, all incidents should during the staged return to work should be reported asap to the building custodian/chief warden, Andrew Chew ([andrew.chew@anu.edu.au](mailto:andrew.chew@anu.edu.au)).

### Meetings / Seminars:

Preference is for all staff and research students to continue to conduct all of meetings and seminars via video conferencing. Unless privacy is required, meeting room doors to be left open and handles not touched. Where possible hold essential meetings in open air spaces.

If you do require a meeting or seminar room, the following maximum occupancy will apply:

<b>Building No.</b>	<b>Floor</b>	<b>Room Number</b>	<b>Room Type Code</b>	<b>Area m<sup>2</sup></b>	<b>Max Occupancy</b>
145	L1	1.13	621	6.14	2
145	L1	1.31	608	45.29	11
145	L1	1.33	601	107.09	27
145	L1	1.37	601	56.01	14
145	L1	1.47	601	13.52	3
145	L1	1.55	601	13.55	3
145	L2	2.21	601	12.88	3
145	L2	2.38	601	12.56	3
145	L2	2.44	608	27.35	7
145	L2	2.47	601	13.84	3
145	L2	2.48	601	44.07	11
145	L2	2.51	601	12.77	3
145	L2	2.59	603	19.17	5
145	L2	2.83	601	12.66	3
145	L3	3.21	601	12.88	3
145	L3	3.38	601	12.56	3
145	L3	3.41	601	54.67	14
145	L3	3.43	608	22.11	6
145	L3	3.49	601	11.73	3
145	L3	3.59	601	11.77	3
145	L3	3.61	603	19.17	5
145	L3	3.85	601	11.64	3
145	L4	4.15	601	48.41	12
145	L4	4.24	601	12.88	3
145	L4	4.33	601	11.81	3
145	L4	4.43	608	21.2	5
145	L4	4.45	601	12.91	3
145	L4	4.46	601	11.9	3
145	L4	4.47	601	11.8	3
145	L4	4.48	601	12.77	3
145	L4	4.63	603	19.17	5
145	L5	5.28	608	20.74	5
145	L5	5.3	601	6.2	2
145	L5	5.31	601	6.31	2
145	L5	5.33	601	21.38	5
145	L5	5.37	603	18.88	5
145	L5	5.38	601	12.47	3
145	L5	5.46	601	12.55	3
145	L5	5.49	625	11.49	3
145	L5	5.51	601	21	5

### Weekly Audit:

A WHS audit will be conducted weekly to ensure compliance with the COVID-19 WHS requirements. Anyone who has entered the building without authorisation will have their access removed.

### Parking:

The parking arrangements put in place with the University closure are still active. Until 27 July 2020, parking on Campus is free for permit parking areas only. Parking is the responsibility of the individual and it's up to your discretion to cancel or keep your current permit. The Business Unit does not manage parking. You are reminded to check and activate your on-campus parking via 'V Permit' from 27 July 2020.

You can read our [FAQs](#) for more information on changes to parking on campus during our return to campus.

### Positive COVID-19 Case / Second Wave:

Individual staff and students are required to contact [CommunityWellbeing@anu.edu.au](mailto:CommunityWellbeing@anu.edu.au) and their School Director/local area business contacts if they or someone within their School:

- has tested positive for the virus, or
- may have come into contact with someone who has tested positive.

For safety, we also encourage all individual staff and students to advise their local area/business unit delegates if displaying any symptoms and are undergoing testing as soon as possible. Potentially infected building occupants must remain away from campus whilst a diagnosis is sort.

If a diagnosis of COVID-19 is confirmed:

- the building occupant must be excluded until they meet the criteria for release from isolation outlined in the CDNA COVID-19 Interim National Guideline.
- Potentially the building / campus may close and all building occupants will be required to revert back to full remote working arrangements.

In the event of a second wave/outbreak of COVID-19, all building occupants will be required to revert back to full remote working arrangements. Occupants will be provided with notice and the Campus, including the Hanna Neumann building 145 will go into lockdown.

Further information on a [COVID safe return to campus](#) is available on the ANU website.